

Procedure No. 1108.01: Forms Development

Effective: 02/01/05

Prior Issue: 04/20/99

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) through the Office of Policy and Procedures (OPP) has established a standardized forms development process to control the implementation and modification of forms. This procedure regulates the development, installation, and revision of forms.

Rules:

1. **New/Revised Forms which require printing by an outside vendor:** The **AREA FORMS LIAISON** shall send approved requests for new and revised forms to Central Office Contracts/Purchasing. The request package shall include:
 - a. An approved Purchase Requisition;
 - b. A camera ready copy of the form.
2. The **AREA FORMS LIAISON** shall follow the chain of command for review of draft automated or hard-copy form (or forms revision) prior to forwarding to the OPP:
 - a. **Automated Forms:** **SUPERVISORS** work with their Forms Liaison and/or the MIS software specialists to develop the automated forms needed to meet work requirements:
 - i. The **FORMS LIAISON** shall forward a draft of the automated form through the appropriate chain of command for administrative review and installation approval;
 - ii. The OPP shall ensure that the finalized automated forms are numbered to correspond to the appropriate policy or procedure.
 - b. **Hard-Copy Forms:** **FORMS LIAISON** shall develop and/or format a sample hard-copy form and return it to the respective Deputy Director, Assistant Director, Program Administrator, Facility Superintendent, or Superintendent of Education for approval or to the OPP for agency-wide approval on a policy/procedure Form:
 - i. The respective **FORMS LIAISON** shall ensure that a draft of the new/revised form is reviewed by the staff who are using or will use the form;
 - ii. The **OPP** shall route agency-wide draft forms among leadership and Superintendents for final approval.
3. In order to install and/or print an automated or hard-copy form, the **OPP AND/OR FORMS LIAISON** shall obtain the approval of the appropriate Deputy Director, Assistant Director, Program Administrator, Facility Superintendent, or Superintendent of Education.
4. In reviewing policy and procedure annually, the **DIRECTOR, DEPUTY DIRECTOR, OR LEADERSHIP** shall also coordinate an annual forms review to determine needed changes or deletions.

| Effective Date: | Approved by Process Owner: | Review Date: | Reviewed By: |
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| May 2, 2005 | Lou Goodman | | |
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